



# TIDAL WAVES

Volume 43, Issue 5

January 2016

## 2015-2016

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**The Newsletter Editor and the Committee Chairs** (listed on page 6) also serve as members of the Board of Directors

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Another New Year is upon us! Our annual Boss's Appreciation Night will be on January 19th. This is the night we say thank you to our Boss's for their support of the records management endeavors in our organizations. As in years past, invited Bosses are treated to dinner and a thank you from the chapter. If members have not yet sent the name and address of the Boss they wish to invite, please contact Darlene Barber so she can send them an invitation.



## A Boss

This month's meeting topic delves into the issues of information risk and compliance within an information governance (IG) program. We are all aware of the broadening aspect of managing information. With the ongoing development of new technologies and the need for some to take advantage of the loopholes opened by the new technologies, IG has become much more than records and information management factors. Our risk and compliance awareness has to accommodate these new issues and we need to meld the RIM factors and the IT, risk management, and personal privacy factors into a cooperative function.

PRESERVING YESTERDAY, MANAGING TODAY, PREPARING FOR TOMORROW

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## PRESIDENT'S MESSAGE

Happy New Year to my fellow ARMA members and friends! We are half way into our Chapter year and just like the weather our monthly meeting topics are heating up! Talk about a warm holiday season here in the Tidewater area... I'm hoping everyone had a great few weeks fellowshipping with family and friends. In recapping, our December meeting was just awesome. Between the food and games, I will say that out of my 7 years of being a member of this Chapter, this was the BEST Holiday party in my opinion. I want to thank everyone involved in making sure that not only the party was festive but to help make a brighter Christmas and start to the New Year for our Angel Tree kids. Thank you one and all for our support this year.



As usual, we have a lot going on this time of year. We will be sending out information about our Chapter's upcoming election for Board members, Awards & Services and our Chapter's annual Spring Seminar. So be on the lookout – these committees will be reaching out to you shortly.

Our January meeting will be our annual Bosses' Night. This is the meeting where we take time to thank our Bosses' for their support in Records and Information Management. This year we have our very own highly acclaimed (and my boss) Virginia "Ginny" Jones presenting our topic for Bosses' Night. Invitations for bosses will go out during the end of December.

Hope everyone has a wonderful 2016! See you at the January meeting!

Your President,

Jonathan

*Jonathan D. Tillman*

## JANUARY MEETING ANNOUNCEMENT

### Boss's Appreciation Night!

- Date:** January 19, 2016
- Topic:** Managing Information Risk and Compliance in the Information Governance System
- Speakers:** Virginia A. Jones, CRM, FAI  
Newport News Waterworks Department
- Location:** Newport News Marriott at City Center  
740 Town Center Drive  
Newport News, VA 23606  
(757) 873-9299
- Time:** 5:30 pm      Networking  
6:00 pm      Dinner  
7:00pm      Program
- Cost:** \$25 Members  
\$30 Guests

Please RSVP no later than January 15, 2016 to [tidewater.arma@gmail.com](mailto:tidewater.arma@gmail.com)

#### Menu:

Salad  
Stuffed Chicken with Cornbread Stuffing & Apples  
(Vegetarian entrée available)  
Yukon Gold Hash  
Sautéed Green Beans  
Rolls  
Chef's Choice of Dessert

#### **Topic**

Information Governance covers a broad spectrum of information management facets, many of which are the domain of the records manager. However, with the expansion of modern technology uses, the facets have been passed to departments tasked to carry out those functions based on the technology used to accomplish them. And with the expanding dispersal of these facets, it is no longer possible to keep all of these facets under one function, but it is possible to have the now-dispersed parts acting in concert under an effort called Information Governance. One of the most overlooked facets is Risk Management for our information and data. This presentation will discuss the role of risk management in Information Governance and steps that can be taken to protect and preserve information in our systems.



#### **Speaker**

**Virginia A Jones, CRM, FAI** has over 49 years of experience in records and information management (RIM) and is currently the Records Manager for the City of Newport News Waterworks Department. Her experience includes hands-on operations, management, writing, teaching and training in all aspects of the industry. She is co-author of Emergency Management for Records and Information Programs, 2<sup>nd</sup> edition (ARMA International 2011). She has published several articles and has presented several annual conference sessions on risk management for record keeping systems.

#### **Directions to Newport News Marriott**

##### **From the East or West on I-64**

Take Exit 258A to merge onto U.S. 17 S (J. Clyde Morris Blvd)  
Turn Right onto Diligence Drive (first light)  
Turn Right onto Thimble Shoals Blvd  
Turn Right onto Fountain Way  
Turn Right onto Town Center Drive  
\*Free parking available in Marriott parking garage or in other free parking garages available in the immediate area

## TIDEWATER CHAPTER LIBRARY NEW ADDITIONS

Contact Darlene Barber at 757-380-4340 for more information

Title	Author	Version Date	Format
Fundamentals of Management, 9th version	Robbins, De-Cenzo, Coulter	2015	book
Understanding Electronic Records Storage Technologies ARMA TR26	ARMA International	2014	book
Records Center Operations, 3rd edition ARMA TR01	ARMA International	2011	book
Controlled Language in Records and Information Management	ARMA International	2008	book
Emergency Management for Records and Information Programs, 2nd edition	Jones, Barber	2011	book
Best Practices for Managing Electronic Messages, ARMA TR24	ARMA International	2013	book
Establishing Alphabetic, Numeric and Subject Filing Systems, ANSI/ARMA 12	ARMA International	2005	book
Managing Electronic Records, 4th edition	Saffady	2009	book
Micrographics: Technology for the 21st Century	Saffady	2000	book
Records and Information Management, Fundamentals of Professional Practice	Saffady	2011	book
Records Management: Making the Transition from Paper to Electronic	Stephens	2010	book
Project Management Best Practices, 3rd edition	Kerzner	2014	book
Managing Records and Information Programs: Principles, Techniques & Tools	Dearstynne	2009	book
Digital Document Management	Saffady	2007	book
Arranging & Describing Archives & Manuscripts	Roe	2005	book
Information Nation 7 Keys to Information Management Compliance, 2nd edition	Kahn, Blair	2009	book
How to Develop a Retention Schedule	Montana	2010	book
Records & Information Management	Franks	2013	book
Revised Framework For Integration of Electronic Document Management Systems and Electronic Records Management Systems, ANSI/AIIM/ARMA TR48	AIIM & ARMA International	2006	pdf
Working Collaboratively in an Electronic World	ARMA International	2007	pdf

### Chapter Committee Chairs

Charitable Committee:  
Darlene Barber, CRM

Education:  
Angela Diggs

Financial & Audit:  
Lori Newell

Historian:  
Darlene Barber, CRM

Member Care:  
Georgia McQuigg

Membership:  
Georgia McQuigg

Nominating:  
Jonathan Tillman

Program:  
Darlene Barber

Publications/Publicity:  
Virginia A Jones, CRM,  
FAI

Seminar:  
Darlene Barber

By-Laws:  
Darlene Barber , CRM

Standing Rules:  
Virginia A Jones, CRM,  
FAI

Awards Committee:  
Michele Trader

Webmaster:  
Jonathan Tillman

Newsletter Editor:  
Virginia A. Jones, CRM,  
FAI

Tidewater ARMA Chapter members are expected to serve on at least one committee. Please review the list above and contact the committee chairperson to get involved.

## **NATIONAL AND INTERNATIONAL STANDARDS THAT PROVIDE A FOUNDATION FOR INFORMATION PROTECTION**

Virginia A. Jones, CRM, FAI

This is a compilation of key National and International Records Management Standards and Best Practices available for use in risk management of records and information management. It is not all-inclusive.

### **International Organization for Standardization**

**ISO 15489-1:2001** Information and documentation – Records management – Part 1: General

**ISO/TR 15489-2:2001** Information and documentation – Records management – Part 2: Guidelines

**ISO/IEC 27002:2013** Information Technology – Security techniques – Code of Practice for Information Security Controls

**ISO/TR 18128:2014** Information and documentation -- Risk assessment for records processes and systems

### **National Institute of Standards and Technology (NIST)**

**NIST Special Publication 500-252 (2003)** Care and Handling for the Preservation of CDs and DVDs -- A Guide for Librarians and Archivists

**NIST Special Publication 800-34 Rev. 1 (2010)** Contingency Planning Guide for Federal Information Systems

**NIST Special Publication 800-144 (2011)** Guidelines on Security and Privacy in Public Cloud Computing

**NIST Special Publication 800-124 Revision 1 (2013)** Guidelines for Managing the Security of Mobile Devices in the Enterprise

**NIST Special Publication 800-122 (2010)** Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

**NIST Special Publication 800-45 Version 2 (2007)** Guidelines on Electronic Mail Security

### **National Fire Protection Association**

**NFPA 232:** Standard for the Protection of Records, current edition 2012

**NFPA 75:** Standard for the Protection of Information Technology Equipment, current edition: 2009

**NFPA 909:** Code for the Protection of Cultural Resource Properties – Museums, Libraries, and Places of Worship, Current edition: 2010

**NFPA 1600:** Standard on Disaster/Emergency Management and Business Continuity Programs, Current edition: 2010

### **ARMA International**

**ANSI/ARMA 5-2010** Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records

**ARMA International TR28-2015** Secure Management of Private Information

## TREASURER'S REPORT—NOVEMBER 2015



### TREASURER'S ACTIVITY REPORT

**NOVEMBER 2015**

#### CHECKING/OPERATING ACCOUNT

<b>Beginning Balance November 1, 2015</b>		<b>\$4,216.75</b>
<b>Receipts:</b>		
11/13 November Meeting	305.00	
11/13 November Meeting raffle	26.00	
<b>Total Operating Receipts</b>		<b>+ 331.00</b>
<b>Disbursements:</b>		
11/10 Speakers Gifts	58.12	
11/10 Angel Tree Expenses	28.95	
11/12 Marriott – November Meeting	470.78	
<b>Total Operating Disbursements</b>		<b>- 557.85</b>
<b>Ending Balance as of November 30, 2015</b>		<b>\$3,989.90</b>

#### SAVINGS/SCHOLARSHIP ACCOUNT

<b>Beginning Balance November 1, 2015</b>		<b>\$2941.07</b>
No activity		
<b>Ending Balance as of November 30, 2015</b>		<b>\$2941.07</b>

**TIDEWATER ARMA NET WORTH: \$6937.72**

*Respectfully Submitted,*

*Virginia A Jones, Treasurer*

*December 30, 2015*





## INSTITUTE OF CERTIFIED RECORDS MANAGERS®

For informational materials describing the certification process, including the qualifications required and the examination form, go to [www.icrm.org](http://www.icrm.org) or write or call:

**Institute of Certified Records Managers®**  
**1450 Western Avenue, Suite 101**  
**Albany, New York 12203**

The CRM examinations are given four times per year at Pearson VUE locations throughout the world. Upcoming exam cycles and registration for the CRM Examination are as follows:

**Winter 2016** : Parts I-VI, Feb 1-12, 2016  
**Registration Open:** Nov 20, 2015 – Jan 28, 2016

**Spring 2016** : Parts I-VI, May 2-13, 2016  
**Registration Open:** Feb 19, 2015 – Apr 28, 2016

**Summer 2016:** Parts 1-6, August 1-12, 2016  
**Registration Open:** May 20-July 28, 2016

**Fall 2016:** Parts 1-6, Nov 7-18, 2016  
**Registration Open:** Aug 19 – Nov 3, 2016

*Staffed from*  
*9am to 4:30pm EST*  
 Phone: 1-877-244-3128

[www.icrm.org](http://www.icrm.org)

### ABOUT THE INSTITUTE OF CERTIFIED RECORDS MANAGERS AND THE CRM CREDENTIAL

The Institute of Certified Records Managers (ICRM), an international certifying body of and for professional records managers, began the process of issuing the CRM designation in 1975. The organization and the credential continues to be a valuable part of the Records and Information Management (RIM) community; an expanding interdisciplinary, global and diverse constituency. The ICRM serves as the official certifying body for both ARMA International and the Nuclear Information and Records Management Association (NIRMA).

The CRM credential provides a strong foundation of core skills and competencies for the RIM professional. It covers everything from general management principles, all aspects of record-keeping from creation, management, control, storage and disposition, through in-depth areas of recordkeeping technologies. In addition, CRM Candidates are required to put together the subject matter knowledge they gain through preparation for the exams, by writing two business case studies that demonstrate their ability to apply and convey their knowledge to upper management, clients and other constituents.



The Information Governance Professional (IGP) knows the ins and outs of his/her organization and its expectations. Said professional knows when to drive out excess cost, mitigate risk according to tolerance level and when to actively use information for its business value. This is a highly touted and respected person in the organization.

The mission of the IGP Certification Program is to provide an information governance credential within an ethical and professional framework to support individuals to deliver organizational value and reduce risk.

### **Why you Should Become an IGP**

Ability to receive credentials to officially showcase your expertise

Possible career growth

Recognition within your network and/or organization

Access to new educational resources

Honor of carrying a prestigious certification within your industry

Further build your network by meeting other IGP certification recipients

If you're interested in a unique way to grow your areas of expertise and become more prominent within your network, check out what you need to know to become IGP certified at <http://www.arma.org/r2/igp-certification>. All details, including why you should become an IGP and future exam dates, are listed on the IGP website.

If you think you already may have acquired the knowledge and skills to be an IGP, take the next step toward joining this prestigious group--sign up for the IGP certification exam.

For questions, e-mail [CertificationStaff@armaintl.org](mailto:CertificationStaff@armaintl.org).





# Tidewater ARMA Chapter Calendar of Events

## 2015-2016

Subject to change. For current events please visit: <http://arma-tidewater.org/>

<p><b>September 15</b></p> <p><b>(Peninsula)</b> Marriott at City Center</p> <p><b>Speakers:</b> Bradlee Davis Jennifer McClain</p> <p><b>Program:</b> Leadership...</p>	<p><b>October 27</b></p> <p><b>(Southside)</b> Hyatt Place Chesapeake</p> <p><b>Speaker:</b> Pat Noble P.F. Noble and Associates</p> <p><b>Program:</b> .Auditing the Records Management Program</p>	<p><b>November 10</b></p> <p><b>(Peninsula)</b> Marriott at City Center</p> <p><b>Speaker:</b> Virginia Jones, CRM</p> <p><b>Program:</b> Privacy Laws in the Commonwealth of VA</p> <p>FOOD BANK DONATIONS</p>	<p><b>December 8</b></p> <p><b>HOLIDAY PARTY</b></p> <p><b>(Peninsula)</b> Entrust Records Management Newport News Darlene Barber, CRM (Host)</p> <p>Bring your raffle items! <b>ANGEL TREE BAGS</b></p>
<p><b>January 19, 2016</b></p> <p><b>ANNUAL BOSS'S NIGHT</b></p> <p><b>(Peninsula)</b> Marriott at City Center</p> <p><b>Speaker:</b> Virginia Jones, CRM</p> <p><b>Program:</b> Managing Information Risk and Compliance in the Information Governance System</p>	<p><b>February 16</b></p> <p><b>(Southside)</b> Hyatt Place Chesapeake</p> <p><b>Speaker:</b> Law Firm of Hunton &amp; Williams</p> <p><b>Program:</b> Mergers and Acquisitions</p>	<p><b>March 15</b></p> <p><b>(Southside)</b> Hyatt Place Chesapeake</p> <p><b>Speaker:</b> Al Minnick, Vital Records Manager, Food &amp; Drug Administration</p> <p><b>Program:</b> Vital Records</p>	<p><b>April 19</b></p> <p>Time TBD</p> <p><b>FACILITY TOUR:</b> <b>(Southside)</b> DOMA Technologies Virginia Beach</p> <p><b>Host:</b> Josh Borum</p>
<p><b>May 24</b></p> <p><b>SPRING SEMINAR</b></p> <p>"Orchestrating RIM" (Session 1: Managing Electronic Records) (Session 2: Working Collaboratively: IT, Legal, Security and RIM)</p> <p>Speakers: William Saffady (Session 1) George Darnell (Session 2)</p> <p><b>(Peninsula)</b> Marriott at City Center Newport News</p>	<p><b>June 21</b></p> <p><b>Annual Awards &amp; Installation Event</b></p> <p><b>(Peninsula)</b> Bayport CU Training Center</p> <p>Host: Darlene Barber, CRM</p>	<p><b>July</b></p>	<p><b>August</b></p>

